

**COMHELTACWINGPAC
AVIATION STOREKEEPER OJT SYLLABUS**

Name: _____ **Rate:** _____

1. Prerequisite to final certification is supervisor confidence gained through satisfactory task performance. Satisfactory task performance shall be monitored and documented on the individual's OJT syllabus.

2. Qualification entries will be made when an individual is considered fully qualified to perform tasks without supervision. Work center supervisors have qualification certification authority.

3. Qualification, once achieved, is considered current until:

- a. qualification is removed for cause by command
- b. individual transfers to another unit.

4. Entries shall have the qualifier's initials and dates; at no time will vertical lines be used between initials and dates. The work center supervisor's initials and dates are mandatory.

5. This syllabus is used to document OJT leading to job task qualification by the work center supervisor. OJT events shall be documented for all related tasks until the trainee is qualified. The work center supervisor may sign off qualification when satisfied the trainee is fully qualified to perform tasks without supervision. This may be accomplished after only one OJT event or it may require many; the decision rests with the work center supervisor. This OJT syllabus is to be maintained in a centralized location accessible to the trainee at all times. Once completed, this form will be filed on the Right Side, Section 3, of the Qualification/Certification Record.

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6. The work center supervisor is responsible and accountable for reviewing any member's previous OJT. The work center LPO may conduct a proficiency review with the member. Signature of work center LPO below states that all previous OJT Skill Certifications were reviewed.

Legible Signature of Work Center LPO: _____
Date: _____

OJT/Instructor/Supervisor Sign off Key (print name then sign your initials):

Name: _____	Initials: ____	Name: _____	Initials: ____
Name: _____	Initials: ____	Name: _____	Initials: ____
Name: _____	Initials: ____	Name: _____	Initials: ____

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
COMPUTER FAMILIARIZATION				
PC Operation				
NALCOMIS Operation				
MTF Familiarization				
FEDLOG and Supply Related CD-ROM Publications				
MATERIAL IDENTIFICATION/PROCUREMENT:				
Familiarization of DD 1348-6pt, DD 1149, DD 1348-1, DD 282				
Material Identification				
Advice Codes				
Fund Codes				
Project Codes				
Open Purchase				
SUPPLY SUPPORT PROCEDURES:				
NMCS/PMCS Reports				
Aircraft Material Readiness Report (AMRR)				
NALCOMIS workload reports				
Material Obligation Validation				
REPORTS:				
Supply Support Section Procedures				
Component Control Section Procedures				
AMSU Procedure				
VIDS/MAF Familiarization				
EI/QDR/ROD Procedures				
D6A MTIS Procedures				
Material Shipment				
DRMO Procedures				
Filing Procedures				
SURVEY:				
Survey Procedure				
FLIGHT PACKET:				
Procurement Document and related contents				
Inventory of flight packet				
Issue and return of flight packets				
AIRCRAFT INVENTORY RECORDS:				
Procedure in conducting Aircraft Inventory Records				
OPNAV 4790/109 (Binder)				
OPNAV 4790/110 (Sectional Breakdown)				
OPNAV 4790/111 (Equipment List)				
OPNAV 4790/112 (Shortage List)				
OPNAV 4790/104				

OJT TASK:	QUALIFIER	DATE	SUPERVISOR	DATE
(Certificate Of Receipt/ Transfer)				